

Request for Proposal (RFP)

Commercial Cleaning Services | Customizable Template

Use this template to solicit competitive bids from cleaning service providers. Customize each section to match your facility's specific needs. A well-written RFP ensures you receive comparable, apples-to-apples proposals.

1. Company / Facility Information

Company Name: _____

Facility Address: _____

Contact Person: _____

Phone / Email: _____

Type of Facility: *(Office / Medical / Retail / Industrial / Mixed-Use)*

Total Square Footage: _____

Number of Floors: _____

Number of Restrooms: _____

Number of Employees: _____

Current Cleaning Provider: *(If applicable)*

Reason for RFP: *(New service / Replacing vendor / Cost review / Expansion)*

2. Scope of Work Required

Check all services required and note the desired frequency:

Service	Required ?	Frequency	Notes
General office cleaning		(Daily / 3x / 2x / Weekly)	

Restroom cleaning & sanitizing		(Daily / 2x Daily)	
Break room / kitchen cleaning		(Daily / As needed)	
Floor care (vacuum / mop)		(Daily / 3x / Weekly)	
Carpet cleaning (extraction)		(Monthly / Quarterly)	
Hard floor strip & wax		(Quarterly / Semi-annual)	
Window cleaning (interior)		(Weekly / Monthly)	
Window cleaning (exterior)		(Monthly / Quarterly)	
Pressure washing		(Monthly / Quarterly / Seasonal)	
Trash & recycling removal		(Daily)	
Deep cleaning		(Monthly / Quarterly)	
Post-event cleaning		(As needed)	
Specialty (server rooms, labs)		(Specify)	

3. Schedule & Access Requirements

Preferred cleaning hours: _____ (e.g., After 6 PM, Before 7 AM, Weekends)

Building access method: _____ (Key / Badge / Escort / Lockbox)

Security requirements: _____ (Background checks, NDA, escorted areas)

Alarm system instructions: _____ (Code provided upon contract)

Parking instructions for crew: _____

Holiday schedule: _____ (Follow federal holidays? Custom?)

Start date requested: _____

4. Insurance & Compliance Requirements

All bidders must provide proof of the following:

- General liability insurance (minimum \$_____ per occurrence)
- Workers' compensation insurance (current and valid)
- Fidelity / employee dishonesty bonding
- Business license (current for your jurisdiction)
- Background checks on all employees with building access
- Safety Data Sheets (SDS) for all cleaning products used
- Green / eco-friendly product certifications (if applicable)

5. Proposal Submission Requirements

Please include the following in your proposal:

- Company overview and years in business
- Detailed scope of work (matching Section 2 above)
- Proposed staffing plan (number of cleaners, supervisor, hours)
- Itemized pricing (monthly total, per-service breakdown, supplies included/excluded)
- References (minimum 3 current commercial clients of similar size)
- Proof of insurance and bonding (certificates)
- Sample cleaning schedule
- Quality assurance / inspection process description
- Products and equipment list
- Proposed communication process (reporting, issue resolution)

- Contract terms (minimum commitment, termination clause, price lock period)

6. Evaluation Criteria

Proposals will be evaluated on the following weighted criteria:

Criteria	Weight	Description
Price / Value	30%	Total cost, per sq ft rate, what's included
Experience & References	25%	Years in business, similar facilities, reference quality
Scope & Thoroughness	20%	How well the proposal addresses all requirements
Insurance & Compliance	10%	Proof of all required insurance and certifications
Staffing & Quality Plan	10%	Crew qualifications, supervision, QA process
Communication & Tech	5%	Reporting, issue resolution, digital tools

7. RFP Timeline

Milestone	Date
RFP Issued:	_____
Questions Due:	_____
Site Walk-Through (optional):	_____
Proposals Due:	_____
Vendor Interviews:	_____
Decision Notification:	_____
Projected Start Date:	_____

Skip the RFP process entirely?

Ultimate Cleaning Service provides transparent, honest pricing with no hidden fees. Owner Jack Kapala will personally walk your facility, discuss your needs, and provide a detailed proposal — usually within 24 hours.

Call Jack: (425) 445-0077 | jack@ultimate-cleaningservice.com